

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**TOWNSHIP OF LIVINGSTON AND**  
**LIVINGSTON PBA LOCAL 263**  
**(January 1, 1996 to December 31, 1997)**

## TABLE OF CONTENTS

PREAMBLE . . . . .	1
I. RECOGNITION OF BARGAINING UNIT . . . . .	2
II. AGENCY SHOP . . . . .	2
III. NONDISCRIMINATION . . . . .	5
IV. MANAGEMENT RIGHTS . . . . .	5
V. POLICEMEN'S RIGHTS . . . . .	7
VI. GRIEVANCE PROCEDURE . . . . .	9
VII. BASE SALARIES . . . . .	10
VIII. LONGEVITY PAYMENTS . . . . .	11
IX. HOURS OF WORK AND OVERTIME . . . . .	12
X. HOLIDAYS . . . . .	13
XI. VACATION SCHEDULE . . . . .	14
XII. SICK LEAVE . . . . .	14
XIII. FUNERAL LEAVE . . . . .	16
XIV. DISABILITY LEAVE WITH PAY . . . . .	16
XV. INSURANCE PLAN COVERAGE . . . . .	17
XVI. CLOTHING ALLOWANCE . . . . .	17
XVII. EDUCATIONAL BENEFITS . . . . .	19
XVIII. FALSE ARREST AND LIABILITY INSURANCE . . . . .	20
XIX. PROMOTIONAL PROCEDURES . . . . .	21

XX.	OUTSIDE EMPLOYMENT . . . . .	22
XXI.	WORK ENVIRONMENT . . . . .	23
XXII.	LEGAL REFERENCE . . . . .	23
XXIII.	SEPARABILITY . . . . .	24
XXIV.	EMBODIMENT OF AGREEMENT . . . . .	24
XXV.	RETENTION OF BENEFITS . . . . .	25
XXVI.	RULES AND REGULATIONS . . . . .	25
XXVII.	FLEXIBILITY OF ASSIGNMENT . . . . .	26
XXVIII.	BAN ON STRIKES . . . . .	27
XXIX.	JOINT PBA-MANAGEMENT COMMITTEE . . . . .	27
XXX.	FUNERAL EXPENSES . . . . .	28
XXXI.	DURATION OF AGREEMENT . . . . .	28

PREAMBLE

This AGREEMENT made this 2nd day of July, 1997 between the TOWNSHIP OF LIVINGSTON, hereinafter referred to as the "Township," and the LIVINGSTON POLICEMEN'S BENEVOLENT ASSOCIATION, LOCAL NO. 263, hereinafter referred to as the "PBA "

WITNESSETH:

WHEREAS, the Township and the PBA recognize and declare that providing quality police protection for the Township is their mutual aim, and

WHEREAS, the Township Council and the Township Administration retain the basic decision-making powers over fiscal and management questions, although they are willing to consult with employee representatives on employee oriented matters, and

WHEREAS, the members of the police force are particularly qualified to advise the formulation of policies and programs designed to improve the standards of police protection, and

WHEREAS, the Township has an obligation, pursuant to Chapter 303, Public Laws 1968, as amended by Chapter 123, Public Laws 1974, to negotiate with the PBA as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this AGREEMENT.

In consideration of the following mutual covenants, it is hereby agreed as follows:

I. RECOGNITION OF BARGAINING UNIT

The Township hereby recognizes the PBA as the sole and exclusive representative of all employees of the Police Department holding the rank of Patrolman, Corporal or Sergeant, hereinafter referred to as "employees," for the purpose of collective negotiations with respect to terms and conditions of employment.

II. AGENCY SHOP

SECTION 1

Purpose of Fee: If an employee covered by this Agreement does not become a member of the PBA during any membership year (i.e., from January 1 to the following December 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the PBA for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the PBA as majority representative.

SECTION 2

Amount of Fee:

A. Notification: Prior to the beginning of each membership year, the PBA will notify the Township in writing of the amount of the regular membership dues, initiation fees and assessments charged by the PBA to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

B. Legal Maximum: In order to adequately offset the per capita cost of services rendered by the PBA as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the PBA to its own members, and the representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the membership year immediately following the effective date of the change.

### SECTION 3:

#### Deduction and Transmission of Fee:

A. Notification: Once during each membership year covered in whole or in part by this Agreement, the PBA will submit to the Township a list of those employees who have not become members of the PBA for the then current membership year.

The Township will deduct from the salaries of such employees, in accordance with paragraph "B" below, the full amount of the representation fee and promptly will transmit the amount so deducted to the PBA.

B. Payroll Deduction Schedule: The Township will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question and until such time as a new Agreement is executed. The deductions will begin with the first paycheck paid:

- (1) Ten (10) days after receipt of the aforesaid list by the Township; or

(2) Twenty (20) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and bargaining unit continued in the employ of the Township in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employment in a bargaining unit position, whichever is later.

C. Termination of Employment: If an employee who is required to pay a representation fee terminates his or her employment with the Township before the PBA has received the full amount of the representation fee to which it is entitled under this Article, the Township will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

D. Mechanics: Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the PBA will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the PBA.

E. Changes: The PBA will notify the Township in writing of any changes in the list provided for in paragraph "A" above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Township received said notice.

F. New Employees: On or about the last day of each month, beginning with the month this Agreement becomes effective, the Township will submit to the PBA a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such

employees.

SECTION 4: The PBA agrees to establish and maintain a "demand and return" system whereby employees who are required to pay the representation fee in lieu of dues may demand the return of the "pro rata share," if any, subject to refund in accordance with the provisions of N.J.S.A. 34:13A-5.4, as amended. The demand and return system shall also provide that employees who pay the representation fee in lieu of dues may obtain review of the amount paid through full and fair proceedings placing the burden of proof on the PBA. Such proceedings shall provide for an appeal by either the PBA or the employee to the review board established for such purposes by the Governor in accordance with N.J.S.A. 34:13A-5.4, as amended.

### III. NONDISCRIMINATION

The parties hereto agree that neither shall discriminate against any employee because of his membership or nonmembership in the PBA or his participation in activities herein prescribed, nor discriminate against any member of the PBA for any action involving his or her management duties on behalf of the Department of Police, Township of Livingston, New Jersey.

### IV. MANAGEMENT RIGHTS

SECTION 1. Except to the extent expressly modified by a specific provision of this Agreement, the Township of Livingston reserves and retains solely and exclusively all of its statutory and common law rights to manage the operation of the Police Department of the Township of Livingston, New Jersey, as such rights existed prior to the execution of this or any



other previous Agreement with the PBA.

SECTION 2. The sole and exclusive rights of the Township of Livingston, New Jersey, which are not abridged by this Agreement, shall include but are not limited to:

- (a) its rights to determine the existence or nonexistence of facts which are the basis of the Township Police Department and/or management decision, to establish or continue policies, practices or procedures for the conduct of the Police Department and its services to the citizens of Livingston, and, from time to time, to change or abolish such practices or procedures;
- (b) to the right to determine and from time to time redetermine the number, locations and relocation and types of its employees or to discontinue any performance by employees of the Township of Livingston;
- (c) to determine the number of hours per day or week any operation of the Police Department may be carried on;
- (d) to select and to determine the number and types of employees required;
- (e) to assign such work to such employees in accordance with the requirements determined by the Department of Police and Township management authorities;
- (f) to establish training programs and upgrading requirements for employees within the Department;
- (g) to establish and change work schedules and assignments;
- (h) to transfer, promote or demote employees for just cause, or to layoff, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons and to determine the fact of lack of work;
- (i) to continue, alter, make and enforce reasonable rules for the maintenance of discipline;
- (j) to suspend, discharge or otherwise discipline employees for just cause and otherwise to take such measures as the Township may determine to be necessary for the orderly and efficient operation

of the Department of Police provided, however, nothing herein shall prevent an employee from presenting his grievance for the alleged violation of any article or specific term of this Agreement.

V. POLICEMEN'S RIGHTS

SECTION 1. Pursuant to Chapter 303, P.L. 1968, as amended by Chapter 123, P.L. 1974, the Township hereby agrees that every employee shall have the right freely to organize, join and support the PBA and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As an elected body exercising governmental power under the Laws of the State of New Jersey, the Township undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyments of any rights conferred by Chapter 303, P.L. 1968, as amended by Chapter 123, P.L. 1974 or other Laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the PBA and its affiliates, his participation in any activities of the PBA and its affiliates, collective negotiation with the Township, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

SECTION 2. Representatives of the PBA shall be permitted time off, with no loss of compensation, to attend negotiating sessions, grievance sessions and meetings of the joint PBA-Management Committee provided the efficiency of the Department is not affected thereby. The PBA President, President's designee, State Delegate or Alternate Delegate shall be granted time off, with no loss of compensation, to attend State PBA Conventions and State Delegate

Meetings. The State Delegate or Alternate Delegate shall be granted time off, with no loss of compensation, to attend the monthly meetings of the Essex County PBA Conference.

SECTION 3. The Township will maintain one separate and confidential personnel file for each employee. An employee shall have the right to inspect his personnel file on reasonable notice and at reasonable times provided a designated superior officer is present at the time of inspection. A representative of the PBA may be present when requested by the employee concerned.

SECTION 4. An employee will be given the opportunity to review and acknowledge any material derogatory or disciplinary in nature, or otherwise related to job performance, before such material is added to his personnel file. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Chief of Police, or his designee, and attached to the file copy.

SECTION 4(A). The Township will promulgate procedures for the processing of internal affairs complaints and will inform employees of such procedures. The records of any internal affairs complaints that have a disposition of exonerated, unfounded, or not sustained shall not be used in any fashion to effect progressive discipline and shall not in any way impact any condition of employment, including promotion. When a complaint has a disposition of exonerated, not sustained or unfounded, there shall be no indication in the employee's personnel file that a complaint was made. The Township shall adopt and implement guidelines which shall be consistent with the guidelines governing "Internal Affairs Policy and Procedures" of the Police Management Manual promulgated by the Police Bureau of the Division of Criminal Justice in the Department of Law and Public Safety and shall not supersede any provision of this

agreement.

SECTION 5. Should the Township decide to reduce the number of policemen for reasons of economy or efficiency, a layoff of employees will be accomplished in reverse order of seniority provided those remaining are qualified to perform the tasks required.

VI. GRIEVANCE PROCEDURE

The intent of the parties to this Agreement is that the procedures hereinafter set forth shall serve as a means of peaceful settlement of all disputes that may arise between the parties as to the meaning or application of the provisions of this Agreement.

It is further understood that suspension, demotion and discharge shall be finally determined by the Township Manager. The Township Manager shall cause a hearing to be held on the above actions. Counsel and PBA officers may be present. In the event such actions are sustained, the aggrieved employee shall possess all rights of appeal as an individual to the County Court as provided by R.S. 40-47-8, 9 and 10. A disciplinary proceeding shall not be subject to the grievance procedure.

STEP 1. As to grievances, the aggrieved employee shall present the grievance orally or in writing to his immediate Superior. The grievance must be presented within ten (10) working days of its occurrence or knowledge of its occurrence. The Superior will give his verbal answer or written answer within three (3) working days of the date of presentation of the grievance.

STEP 2. If the grievance is not settled in Step 1, it shall be reduced to writing and presented to the Chief of the Department. The grievance shall be prepared in detail and be dated. The Chief will reply to the grievance in writing within five (5) working days of the date of the presentation of the written grievance. The aggrieved employee may be represented by officers of the PBA in presenting his grievance to the Chief.

STEP 3. If the grievance is not settled in Step 2, the written grievance shall be presented to the Township Manager within five (5) working days after the Chief's response is given. The Township Manager, after a grievance hearing at which the employee shall have the right to have his representative present, will reply to the grievance in writing within seven (7) working days of the date of the presentation of the written grievance (Saturday, Sunday and holidays excluded).

STEP 4. If the PBA believes the grievance should be carried further, it will, within ten (10) working days of the Township Manager's answer, refer the grievance to arbitration. The arbitrator shall be selected under the rules of the Public Employment Relations Commission (PERC). The fees and expenses of the arbitration shall be borne equally by both parties and the arbitrator shall have no power or authority to alter, amend, add or subtract from the terms of this Agreement. The arbitrator's decision shall be final and binding on the parties.

## VII. BASE SALARIES

SECTION 1. Effective January 1, 1996, and retroactive to such date, base salaries shall be increased 4%. Effective January 1, 1997, base salaries shall be increased 4%.

## SERGEANT'S DIFFERENTIAL

SECTION 2. Effective January 1, 1996, and retroactive to such date, the 1995 annual base salaries for sergeants shall be increased by \$400.00. Effective January 1, 1997, the 1996 annual base salaries for sergeants shall be increased by \$400.00.

## VIII. LONGEVITY PAYMENTS

SECTION 1. In addition to the above annual basic salary, each employee shall be paid a longevity increment based upon his years of continuous employment in accordance with the following schedule:

At least 05 years of service - 02% of base salary  
At least 10 years of service - 04% of base salary  
At least 15 years of service - 06% of base salary  
At least 20 years of service - 08% of base salary  
At least 25 years of service - 10% of base salary

SECTION 2. Longevity shall be considered as part of the employee's base pay for pension purposes.

SECTION 3. If an employee's anniversary date falls between January 2nd and June 30th, he shall be credited with longevity on July 1st of the calendar year. An employee whose anniversary date falls between July 2nd and January 1st, inclusive, shall be credited with longevity as of January 1st of the calendar year.

IX. HOURS OF WORK AND OVERTIME

SECTION 1. The normal work week of an employee shall consist of five (5) days of eight (8) hours each. The exact hours for particular employees shall be established by the Chief of Police and approved by the Township Manager.

SECTION 2. All work (including but not limited to, off-duty court appearances) in excess of eight (8) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the employees' straight time hourly rate, including educational credits and longevity payments.

SECTION 3. Employees called back to work or scheduled for court during scheduled time off will be guaranteed two (2) hours minimum pay.

SECTION 4. The parties will implement the PBA's twelve (12) hour shift proposal at the beginning of the second year of the 1994 collective bargaining agreement, i.e. January 1995. This will be a trial program which shall be cancelable at the end of a one year period at the option of the Township. The twelve (12) hour shifts do not apply to detectives and to such other exceptions as shall be agreed upon by the parties. A joint committee will meet on a quarterly basis to monitor the effectiveness of the twelve hour shift program.

Effective upon the signing of the agreement, all employees working 12 hour shifts during 1996 shall receive an additional 40 hours of compensatory time due. Effective January 1, 1997, all employees shall work 2040 hours per year regardless of the working schedule. Effective January 1, 1997, all employees working 12 hour shifts shall receive an additional 20 hours of paid compensatory time and an additional 20 hours of time due so as to net to 2040.

X. HOLIDAYS

SECTION 1. A day off without loss of compensation shall be granted within the month of the holiday specified below, subject to manpower needs of the Police Department and approval of the Chief and Captain of Police with the Township retaining the option to grant the holiday on the day of the holiday, should available manpower permit:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Birthday	General Election Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

SECTION 2. Whenever Township employees are excused by an executive order by the Governor, President, Legislative Body, or governing body of the Township of Livingston, all employees covered by this Agreement shall be granted equivalent compensatory time off accordingly, without need for further negotiations.

SECTION 3. All holiday time is to be computed in hours and may be used in half days of either four (4) or six (6) hour increments for a total of twelve (12) hours per year. The parties acknowledge that thirteen (13) holidays at eight (8) hours per day equals one hundred and four (104) hours.



## XI. VACATION SCHEDULE

SECTION 1. Employees shall be entitled to vacation leave as follows:

LENGTH OF SERVICE AS OF <u>JUNE 30TH</u>	NUMBER OF WORKING DAYS <u>VACATION</u>
6 Months	7
1 Year	14
2 Years	16
3 Years	17
4 Years	18
5 Years	19
6 Years	20
7-10 Years	21
11-15 Years	22

Increase each succeeding year by one day to maximum of twenty-seven (27) days. (i.e. 16 years - 23 days)

SECTION 2. Vacations shall be scheduled based upon police personnel only and shall not include dispatchers.

## XII. SICK LEAVE

SECTION 1. Each employee shall be granted twelve (12) days sick leave with pay for each calendar year. Unused sick days shall accumulate from year to year without a limit. The PBA is to be furnished a list of all employees showing the number of sick days credited to the account of each employee as of January 1st of each year.

SECTION 2. Sick leave means absence from duty of an employee of the Police Department because of personal illness by reason of which such employee is unable to perform the usual duties of his position or because of exposure to contagious disease.

SECTION 3. Employees may charge two (2) personal/ emergency days against accrued sick leave per year. Except in case of an emergency, personal days must be scheduled one (1) week in advance.

SECTION 4. Special cases involving extenuating circumstances where an employee's cumulative sick time has been exhausted by illness of a long duration may be referred to the Township Manager for special consideration.

SECTION 5. Unused accumulated sick leave shall be paid at sixty percent (60%) of the total number accumulated by an employee at time of retirement, separation due to disability, or death (upon application by the appropriate authority on behalf of the employee's estate) with maximum terminal leave limited to seventy-two (72) days effective December 31, 1993. If an employee wants to receive terminal leave in a manner other than regular bi-weekly payments, six (6) months advance notice must be received prior to retirement.

SECTION 6. Employees who use no sick leave (or personal days) during the calendar year will be entitled to an additional vacation day in the following year.

SECTION 7. Employees may donate accrued sick time to another employee covered under the agreement, who suffers a catastrophic illness or injury, after the injured or ill employee has exhausted all of his or her sick time, subject to the following:

a. No employee may donate such number of days as would bring his or her total below 240 hours without the written, advanced approval of the Township Manager;

b. No hours which are donated pursuant to this provision shall be paid to the donee at the time of retirement; and

c. All donations of sick time shall be made in hours and upon the return of the donee, any unused hours shall be recredited to the donor.

### XIII. FUNERAL LEAVE

SECTION 1. A regular full time employee who is excused from work because of death in his immediate family, as defined below, shall be paid his regular rate of pay for the first twenty-four (24) hours of scheduled working time following the death. Not more than eight (8) hours per day or twenty-four (24) hours for any period will be paid under the provisions of this article.

SECTION 2. Time off with pay as provided in this article is to be used for the purpose of handling necessary arrangements and attendance at the funeral of the deceased member of the immediate family. Immediate family is defined to mean parents, children, brothers or sisters, spouse, spouse's immediate family and grandparents. Special cases will be referred to the Township Manager.

### XIV. DISABILITY LEAVE WITH PAY

SECTION 1. An employee who is disabled by injury incurred in the performance of his duty or by illness as a direct result of or arising out of his employment may, on the recommendation of the Chief of Police, be granted leave of absence with full pay, with reduced pay, or with full pay for a certain period and reduced pay thereafter, for a period not to exceed one (1) year, provided that said disability or illness was a direct result of or arising out of his employment and is certified as such by a physician designated by the Township. The Chief of

Police shall require evidence in the form of a physician's certificate from said physician as to the original and continued disability of such employee as a result of injuries sustained in the line of duty or illness as a direct result of or arising out of his employment.

SECTION 2. Any temporary disability payments from Worker's Compensation Insurance received by the employee shall be credited toward the pay referred to above.

XV. INSURANCE PLAN COVERAGE

SECTION 1. The Township agrees to provide Blue Cross, Blue Shield, with Rider "J", and Major Medical Insurance, under the State Health Benefits Program, for all employees and their dependents at no cost to the employees. If the Township should opt to change to an independent carrier, the policy shall contain the same benefits.

SECTION 2. The Township agrees to provide a full-family Dental Insurance Plan for all employees and their dependents which coverage shall be Delta Dental Premier or its equivalent.

XVI. CLOTHING ALLOWANCE

SECTION 1. Effective January 1, 1996 the Township agrees to provide a uniform allowance of six hundred dollars (\$600). Effective January 1, 1997, the annual clothing allowance shall be increased by \$25.00. The said clothing allowance shall be for replacement of uniforms and equipment due to normal wear and tear and shall be ordered from suppliers designated by the Township who shall be paid by the Township.

SECTION 2. In the event that an employee's uniform is damaged or destroyed while acting in the line of duty, the Township agrees to replace said clothing and the cost of replacement of said clothing will not be charged to the employee's annual uniform allotment. The Township agrees to provide a maintenance allowance of two hundred thirty five dollars (\$235.00) per employee in 1996 and two hundred and sixty dollars (\$260.00) in 1997. Said payment shall be made by separate check not later than the first pay period after January 1.

SECTION 3. The Township will be permitted the right of prior approval of clothing requests for employees in their last year of service before retirement and employees giving notice of early separation.

SECTION 4. In the event the Township requires a change in uniform, said costs for change shall be borne by the Township.

SECTION 5. The Township shall purchase fourteen (14) new body armor vests in 1994 as replacements for existing vests and fourteen (14) new body armor vests in 1995 as replacements; and, thereafter, purchases shall be made as needed at the expiration of warranty. Each officer who is issued a vest shall be required to wear it except for those officers assigned to desk duty and those instances when the superior officer determines that a vest is not required.

SECTION 6. Employees shall be permitted to wear black turtlenecks with long sleeve shirts and shall not be required to wear ties except for ceremonial purposes, such as parades or funerals.

SECTION 7. The wearing of hats by employees shall be controlled by Standard Operating Procedure 55.

XVII. EDUCATIONAL BENEFITS

SECTION 1. In addition to the regular salaries and wages set forth herein employees shall receive additional payments for advanced education as provided below:

A. FOR COLLEGE DEGREE  
an additional payment of \$ 500

B. ASSOCIATE DEGREE IN SCIENCE IN  
LAW ENFORCEMENT

FOR MEMBERS OF POLICE DIVISION  
AS OF DECEMBER 31, 1977

(1)	on completion of Sixteen credits	\$ 300
(2)	on completion of Thirty-three credits	\$ 600
(3)	on completion of Forty-nine credits	\$ 900
(4)	on completion of Sixty-six credits	\$1200

FOR MEMBERS OF POLICE DIVISION BETWEEN  
JANUARY 1, 1978 AND DECEMBER 31, 1996

(1)	on completion of Sixteen credits	\$ 150
(2)	on completion of Thirty-three credits	\$ 300
(3)	on completion of Forty-nine credits	\$ 450
(4)	on completion of Sixty-six credits	\$ 600

FOR MEMBERS OF THE POLICE DIVISION HIRED ON OR  
AFTER JANUARY 1, 1997

No additional payments shall be made for an Associates Degree.

SECTION 2. The Township agrees that if an employee obtains both a Bachelor of Science Degree and an Associate Degree in Police Science, he will receive the stipends provided

for each degree.

SECTION 3. The Township will distribute training and school opportunities among employees based on the recommendations of the employee's immediate supervisor. The total number of employees to be trained or given school opportunities is a management prerogative.

SECTION 4. Employees given time off to attend school or educational training will not have their time off request cancelled except in the case of emergency.

#### XVIII. FALSE ARREST AND LIABILITY INSURANCE

SECTION 1. The Township agrees to cover all employees with False Arrest and Liability Insurance in the amount of two hundred-fifty thousand dollars (\$250,000) - five hundred thousand dollars (\$500,000). In addition, where an employee is made a defendant in any suit, or other legal proceeding arising out of the performance of police duty, or out of any incident arising in the line of such duty, the Township shall provide all necessary legal aid necessary for the defense of such suit or other legal proceeding, pursuant to N.J.S.A. 40A:14-155. This clause shall not apply to any disciplinary or criminal proceeding instituted against such employees by the Township. However, if any such disciplinary or criminal proceeding instituted by or on complaint of the municipality shall be dismissed or finally determined in favor of the employee, he shall be reimbursed for the expense of his defense at the "prevailing rate" (in the County of Essex for similar services).

SECTION 2. In determining whether to provide legal aid in a specific case, the Township will look first at the report of investigation of the Department of the Police to determine if there appears to be any substantial evidence of wanton or willful misconduct. The

Township will also consider evidence supplied to it from other sources or resulting from the investigation of the Township Attorney.

The Township recognizes that a police officer must exercise his individual judgment as to the degree of force necessary to effect an arrest under all the circumstances existing at the time. Legal aid would be denied only when there is substantial evidence that excess force was used and that such use was wanton and willful. The employee will be given the benefit of any doubt in these cases.

SECTION 3. The affected employee shall select his own counsel to assume sole control of his defense and the Township agrees to pay the full cost of the employee's legal fees at the "prevailing rate" (in the County of Essex for similar services). However, in the event that an insurance carrier enters a defense on behalf of the affected employee and furnishes counsel as part of that defense, the Township's obligation under this provision shall be deemed to have been satisfied.

## **XIX. PROMOTIONAL PROCEDURES**

SECTION 1. Where skill and ability are equal, promotions will be made by seniority. The Township agrees not to discriminate on promotions because of religion, race, creed, politics or age.

SECTION 2. The Township will provide his or her numerical evaluation score to each employee prior to the oral and written tests, and, upon request of the PBA President, the Township Administrator will make known all of the results to the PBA President on a confidential basis.



SECTION 3. The Township Manager shall prepare a written procedure governing promotions, which shall be attached as an appendix and considered part of this Agreement. The procedures shall make provisions for reasonable notice of examinations, eligibility, requirements for examination, duration of eligibility list and factors that will be taken into consideration by management in determination of promotions. The Township's promotional procedures shall provide no less than 60 days advanced written notification of the week in which a promotional exam is to be scheduled.

XX. OUTSIDE EMPLOYMENT

SECTION 1. Employees may engage in Outside Employment under the regulations and conditions contained in the Township Resolution dated March 21, 1960.

SECTION 2. The extra workbook shall be administered in the department by a superior officer designated by department management and an officer designated by the PBA President. All extra workbook assignments will be equitably rotated among all department members without regard to rank, as follows:

(1) Three lottery picks will be made by each department member in attendance at the lottery on the 15th, 17th, 19th and 21st of each month.

(2) Extra workbook assignments called in after the 21st of the month will be assigned in continuously rotating seniority order from an on-call list compiled annually from members of the department.

(3) The Township shall by ordinance establish that all new outside work on road construction and traffic jobs, as of January 1, 1996, shall pay a flat rate of \$35.00 per hour.

(4) All members of the department working extra work from the workbook will wear the uniform of a Livingston police officer, unless the job is specified as a plain clothes detail for all members of the department.

## XXI. WORK ENVIRONMENT

SECTION 1. The Township is responsible for maintaining a healthful and safe work environment. The Township will make all reasonable efforts to maintain its facilities in accordance with health and safety objectives, including providing reasonable temperature and humidity levels in all police department facilities.

SECTION 2. The employer shall install winter blades on all patrol vehicles. The employer shall have a certified mechanic check vehicles periodically pursuant to a regular schedule to be posted at police headquarters.

## XXII. LEGAL REFERENCE

SECTION 1. Nothing contained in this Agreement shall alter the authority conferred by Law, Ordinance, Resolution or Administrative Code and Police Department Rules and Regulations upon any Township official or in any way abridge or reduce such authority. This Agreement shall be construed as requiring Township officials to follow the terms contained herein, to the extent that they are applicable in the exercise conferred upon them by Law.

SECTION 2. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under any other applicable Laws and Regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

XXIII. SEPARABILITY

SECTION 1. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. In the event any provisions of this Agreement or any application of this Agreement to any employee or group of employees is determined invalid as set forth above, the parties agree to immediately meet to renegotiate provisions replacing said invalid provisions.

SECTION 2. The provisions of this Agreement shall be subject to and subordinate to and shall not annul or modify existing applicable provisions of state and local laws except as such particular provisions of this contract modify existing local laws.

XXIV. EMBODIMENT OF AGREEMENT

This document constitutes the sole and complete agreement between the parties, and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to collective bargaining.

XXV. RETENTION OF BENEFITS

SECTION 1. The Township agrees that all benefits, terms and conditions of employment and past practices relating to the status of the employees covered by this Agreement shall be maintained at not less than the highest standards in effect at the time of the commencement of collective bargaining leading to the execution of this Agreement.

SECTION 2. The Township shall perform no act which will conflict with the terms of this Agreement.

XXVI. RULES AND REGULATIONS

SECTION 1. The Township Manager may establish and enforce binding rules and regulations in connection with the operation of the Police Department and maintenance of discipline provided such rules and regulations are not in conflict with the provisions of this Agreement. Copies shall be furnished to all police officers. It is understood that application of this Agreement shall not in any way hamper enforcement of the Departmental rules and regulations.

SECTION 2. It is understood that employees shall comply with all rules and regulations of the Department, and order of directives issued by the Chief or his designee. Employees shall promptly and efficiently execute the instruction and orders of superior officers. If an employee or employees believe a rule, regulation, instruction or order of an officer or other superior is unreasonable, or unjust, the employee or employees shall comply with the rule, regulation, order or instruction, but with the further provision that such employee or employees

may regard the rule, regulation, order or instruction as a grievance which shall be handled in accordance with the grievance procedure set forth in Article VI. of this Agreement.

SECTION 3. In the event that an employee or employees shall refuse to comply with a rule, or regulation, or shall refuse to execute promptly and efficiently an instruction or order of a superior officer, appropriate action shall be within the province of the superior officer within the framework of Department rules and regulations, subject only to the right of employees to file a grievance.

## XXVII. FLEXIBILITY OF ASSIGNMENT

SECTION 1. Employees, regardless of regular assignment, may be reassigned to perform any duty related to their profession as police officers, including any duties connected with: (a) prevention and detection of crime, (b) enforcement of laws and ordinances, (c) protection of life and property, (d) arrest of violators of the law, (e) direction of traffic, (f) regulation of non-criminal behavior of the citizenry and (g) preservation of the peace.

SECTION 2. An exception to specific duties can be made where employees are on the medical "limited duty" list and cannot perform said duties.

SECTION 3. The Township and the PBA acknowledge that an employee's primary responsibility is to perform police duties and his energies shall be utilized fully to this end except in cases of emergencies or special circumstances.

XXVIII. BAN ON STRIKES

SECTION 1. It is recognized that the prevention of crime, the preservation of law and order, and protection of life and property is the responsibility of employees of the Police Department, and it is further recognized that the need for continued and uninterrupted operation of the Police Department is of paramount importance to the citizens of the community; therefore, there shall be no interference with such operation.

SECTION 2. Adequate procedures having been provided for the equitable settlement of grievances arising out of this Agreement parties hereto agree that there shall not be and that the Association, its officers, members, agents or principals will not engage in, encourage, sanction or suggest strikes, slowdowns, mass resignations, mass absenteeism, or other suspension of or interference with normal work performance.

XXIX. JOINT PBA-MANAGEMENT COMMITTEE

SECTION 1. A committee consisting of representatives of the Township and the PBA shall be established for the purpose of reviewing the administration of this Agreement and to resolve problems that may arise. The Township Manager will coordinate meetings of the Joint PBA-MGMT Committee as needed and at the request of the PBA. These meetings are not intended to bypass the grievance procedure or to be considered contract negotiation meetings.

SECTION 2. The purpose and intent of such meetings is to foster good employment relations through communications between the Township and the PBA on such matters as:

- (a) discussing questions arising over the interpretation and application of this Agreement;

- (b) disseminating general information of interest to the parties;
- (c) giving PBA representatives the opportunity to express their views or to make suggestions on subjects of interest to employees of the bargaining unit;
- (d) to notify the PBA of changes in non-bargainable conditions of employment contemplated by management which may affect employees in the bargaining unit;
- (e) the promotion of education and training;
- (f) the elimination of waste and the conservation of materials and supplies;
- (g) the improvement of working conditions, the safeguarding of health and prevention of hazards to life and property and the strengthening of the morale of the employees.

### XXX. FUNERAL EXPENSES

The employer shall pay a sum of \$5,000 towards funeral expenses to the surviving spouse, for any employee who is killed in the line of duty or dies from traumatic injuries sustained in the line of duty, regardless of amount paid from any other sources.

### XXXI. DURATION OF AGREEMENT

SECTION 1. This Agreement shall continue in full force and effect for two years from the effective date of January 1, 1996, notwithstanding the date of execution hereof, and all economic benefits as set forth herein shall be retroactive to January 1, 1996, for all employees employed during the contract period.

SECTION 2. In the event subsequent negotiations do not result in a newly-executed Agreement by December 31, 1997, the parties agree to continue the negotiations and all terms and conditions of the prior Agreement shall continue in full force and effect until the new Agreement is agreed upon and executed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

TOWNSHIP OF LIVINGSTON

LIVINGSTON PBA LOCAL NO. 263

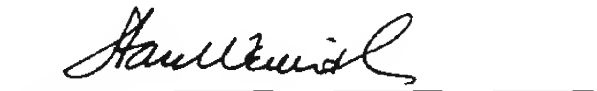
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President

ATTEST:

ATTEST:

  
TOWNSHIP CLERK

  
MAYOR

DATED: 7/28/97



### 1996 Salary Schedule

<u>GRADE</u>	<u>SALARY SCHOOL OR MINIMUM</u>	<u>BALANCE OF FIRST YEAR</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>MAXIMUM</u>
P-1 Patrolman	28,786	31,321	35,274	39,233	43,184	47,134	51,089
P-2 Patrolman-Det. Corporal				40,057	44,012	47,966	52,018
P-3 Sergeant	55,479						57,699
P-4 Sergeant-Det.	56,248						58,668

### 1997 Salary Schedule

<u>GRADE</u>	<u>SALARY SCHOOL OR MINIMUM</u>	<u>BALANCE OF FIRST YEAR</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>MAXIMUM</u>
P-1 Patrolman	29, 937	32,574	36,685	40,802	44,911	49,019	53,133
P-2 Patrolman-Det. Corporal				41,659	45,772	49,885	54,099
P-3 Sergeant	58,114						60,423
P-4 Sergeant-Det.	58,914						61,431

SCHWARTZ SIMON  
EDELSTEIN CELSO &  
KESSLER

COUNSELLORS AT LAW

(A PARTNERSHIP INCLUDING A PROFESSIONAL CORPORATION)

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May 29, 1997

VIA FAX & REGULAR MAIL

Raymond G. Heineman, Jr., Esq.  
Kroll & Heineman  
300 Executive Drive  
Suite 010  
West Orange, New Jersey 07052

Re: Longevity Payments for 1996-97 CBA

Dear Mr. Heineman:

As the respective negotiators for the Township of Livingston and Livingston PBA Local 263 we have agreed that effective January 1, 1996 until December 31, 1997, the base salaries in the 1995 contractual schedule shall be utilized for purposes of computing longevity under Article VIII, Section 1 of the 1996-97 contract. The intent of this provision is that the base salary on which longevity is computed will be capped at 1995 rates for the life of the 1996-97 contract.

This side letter will be appended to the 1996-1997 collective bargaining agreement. The parties specifically recognize that this letter will expire and become null and void as of midnight on December 31, 1997.

If this comports with your understanding of our agreement please sign this letter where indicated below and return it to me. We will return a conformed copy to you.

Very truly yours,

  
STEPHEN J. EDELSTEIN

  
Raymond G. Heineman, Jr., Esq.